



## **COUNTY OF SAN DIEGO**

Great Government Through the General Management System – Quality, Timeliness, Value

### **DEPARTMENT OF HUMAN RESOURCES**

#### **CLASS SPECIFICATION**

**UNCLASSIFIED**

#### **DEPUTY AGRICULTURAL COMMISSIONER & SEALER**

**Class No. 000960**

#### **■ CLASSIFICATION PURPOSE**

To administer, manage, and direct a highly complex agricultural or weights and measures program, or several less complex programs within the Department of Agriculture, Weights & Measures; to supervise and direct operating personnel; to perform a wide variety of administrative staff duties; to apply current agricultural principles and practices in the formulation of integrated policy and procedures related to public health and safety protection including inspection and enforcement activities; and to perform related work as required.

#### **■ DISTINGUISHING CHARACTERISTICS**

Deputy Agricultural Commissioner & Sealer is an unclassified management class allocated only to the Department of Agriculture, Weights & Measures. Under administrative direction, incumbents in this class report to the Agricultural Commissioner/Sealer, Assistant Director, Agriculture, Weights & Measures or Deputy Director, Agriculture, Weights & Measures. Deputy Agricultural Commissioners and Sealers are division heads which have overall responsibility for recommending, formulating, and implementing the enforcement of Agriculture, Weights & Measures laws and county-wide programs related to the four general departmental functions of: pesticide regulation, plant protection and quarantine, standards enforcement, and pest detection/management. This class is distinguished from the next higher class, Deputy Director, Agriculture Weights & Measures, in that the latter has responsibility for several Enforcement or Agricultural Services Divisions. This class differs from the next lower class, Supervising Agricultural/Standards Inspector, in that the latter is a first or second-line supervisor responsible for directing the work of one or more projects/programs within a section.

#### **■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

##### **Essential Functions:**

1. Plans, organizes, directs, and administers all aspects of a complex Agricultural or Weights & Measures program, or several less complex programs.
2. Analyzes, evaluates, develops, and implements departmental programs, services, policies, and procedures.
3. Formulates, directs, and enforces federal, state, and county laws and ordinances that prevent the entry of new agricultural pests, mitigate established pests, prevent the misuse of pesticides, ensure the accuracy of weighing and measuring devices, and prevent deception of consumers in the sale of products.
4. Organizes, coordinates, and directs multi-disciplinary staff in the presentation and summary of project information and recommendations before citizens, local authorities, agency representatives, agriculture, land use, planning, environmental health, and development specialists.
5. Advises, supervises, or trains professional and technical personnel engaged in the aforementioned functions.
6. Directs the investigation of violations and complaints from the public pertaining to improper labeling of packaged goods, short weight, measure, or numerical count or price verification practices, and inaccurate or fraudulent weighing and measuring devices.
7. Establishes and implements policies and procedures consistent with sound management techniques and general policies of the County of San Diego.
8. Participates in policy development at the state and national level through professional associations.
9. Coordinates evidence collection and recommends appropriate legal action for violators.

10. Assists the offices of the District Attorney, City Attorney, and Attorney General in preparing for the prosecution of persons charged with agricultural/weights and measures fraud or violations.
11. Reviews and evaluates enforcement actions initiated by the department.
12. Functions as a departmental representative to growers, members of industry, special interest groups, and state and federal officials.
13. Makes oral presentations and explains the department's policies and its position on various issues.
14. Reviews and analyzes legislation affecting departmental functions and recommends methods of implementation.
15. Performs a variety of personnel functions, including interviewing and selecting employees, writing performance evaluations, ensuring departmental compliance with the county's diversity program, and handling grievances and discipline cases.
16. Oversees information technology for departmental programs to increase their efficiency and effectiveness.
17. Participates in and recommends revenue areas and expenditures for the budget cycle and utilizes fiscal controls to ensure that work responsibilities are kept within budget limitations.
18. Directs, organizes, and coordinates professional and support staff in carrying out a variety of financial, budgetary, and related administrative functions.
19. Develops new programs or expands existing programs through addition of new revenues to meet demand for additional services.
20. Keeps up with the latest developments in the agriculture and weights and measures fields and applies this information to departmental programs.
21. Prepares or supervises the preparation of comprehensive reports.
22. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.
23. Directs the investigation and prosecution of violations through criminal and civil suits, and acts as the departmental advocate in civil administrative hearings.

## ■ **KNOWLEDGE, SKILLS, AND ABILITIES**

### Knowledge of:

- State and federal laws and regulations pertaining to Agriculture/Weights and Measures.
- Technical and scientific principles of Agriculture/Weights and Measures and other related fields such as water quality, hazardous waste and pollution.
- Policies of the California Department of Food and Agriculture, California Department of Pesticide Regulation, and the California Agricultural Commissioners and Sealers Association.
- Personnel management including administration, supervision, training, diversity, staff development, discipline, and labor relations.
- Budget preparation and fiscal controls.
- Contract negotiation, administration, monitoring, and procurement procedures.
- Current issues in the fields of Agriculture/Weights and Measures.
- Management Information Systems.
- Methods, techniques, and practices used to determine and control occupational health hazards.
- Telephone, office, and online etiquette.
- Techniques for investigating code and ordinance violations, as well as personal complaints.
- The General Management system in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Understand and apply principles of science, mathematics, and regulatory enforcement or investigation work as they apply to the department's programs.
- Administer, manage, and develop a variety of Agriculture/Weights and Measures programs with minimum supervision.
- Interpret and direct the enforcement of Agriculture/Weights and Measures laws.
- Discuss a variety of complex regulations and procedures with the public.
- Work effectively in program coordination and committee facilitation.
- Develop, implement, and monitor all aspects of a program budget (revenues and expenditures), including, fiscal and workload controls, contract agreements/management, and performance measures.
- Identify and resolve operational problems in workflow, personnel administration, and program management.

- Work cooperatively with representatives from other governmental agencies, industry, special interest groups, and citizens affected by departmental activities.
- Prepare and deliver effective oral presentations on complex issues and recommendations before groups.
- Administer, organize, assign, and supervise multi-disciplinary professional, technical, and support personnel from diverse socioeconomic and ethnic backgrounds.
- Write clear and concise reports, correspondence, and studies.
- Develop reports for executive review.
- Communicate effectively orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrates possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: Five (5) years of professional experience performing program management, coordination, and supervision of agriculture, weights, and measures inspection or enforcement programs, two (2) years of which must have been at an administrative or professional level comparable to a Supervising Agricultural/Standards Inspector with the County of San Diego.

**Note:** A master's degree or equivalent from an accredited college or university in agriculture, public administration, environmental engineering, a biological science, or a closely related field is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Must possess a current California Department of Food and Agriculture license for:

- County Agricultural Commissioner; OR, Deputy County Agricultural Commissioner; OR,
- County Sealer of Weights and Measures; OR, Deputy County Sealer of Weights and Measures.

### Working Conditions

May be required to work on a 24-hour, on-call basis in the event of an emergency.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: January 21, 2005**

Deputy Agricultural Commissioner & Sealer (Class No. 000960)

Union Code: UM

Variable Entry: Y